



Little Fishers Wraparound Care Policy



St. Peter's
Catholic Primary School

Approved by: SPL Local Governing Board

Date: September 2026

Next review due by: September 2027

Our Mission

We put Jesus at the heart of everything that we do.

special kind unique inventive
generous awesome gentleness
purity helpful good positive
expressive enjoyable caring
adventurous bouncy zingy
fun truth colourful superb
confident polite compassion
friendly enthusiastic marvellous
comforting nice remarkable
happy magnificent great
meaningful forgiveness
exceptional joy wonderful
interesting creative hopeful
incredible spectacular
original brilliant peace
lovely service outstanding
dynamic amazing
dignity fabulous impressive
beautiful sacrifice
glorious fantastic tolerance
exciting terrific delicious
integrity cool considerate
phenomenal laughing funny
sharing humility loving
energetic smiling captivating
justice encouraging mercy
gracious faithful important
supporting delightful thankful
hard-working tremendous



St. Peter's
Catholic Primary School



St Raphael
the Archangel
Catholic Multi-Academy Trust

*Forming Christ-centred pilgrims of hope with kind hearts, questioning minds,
a thirst for knowledge, and a hunger for justice.*

1. Organisation and Aims

St Peter's Little Fishers Wraparound Club is a school-run, chargeable wraparound childcare provision offering before and after school childcare to pupils attending St Peter's Catholic Primary School. The provision operates on the school premises and is administered by the school on behalf of the Academy Trust.

Little Fishers operates separately from the school's standard educational provision and is not part of pupils' statutory educational entitlement. Places are subject to availability and are funded through fees paid by parents and carers. The provision is managed in accordance with the school's and Academy Trust's relevant policies, procedures and safeguarding arrangements.

Our aim is to provide a high-quality, reliable and inclusive wraparound childcare service that parents and carers can trust and rely upon. Little Fishers is committed to providing a safe, welcoming, nurturing and stimulating environment in which every pupil is cared for, valued and supported to flourish.

The provision operates in accordance with all relevant legislation, statutory guidance and regulatory requirements, and is underpinned by the school's safeguarding, health and safety and welfare arrangements. The safety and wellbeing of pupils are our highest priorities at all times.

Our wraparound care provision offers a safe, welcoming and nurturing environment for children before and after the school day. Led by familiar school staff, the club provides a relaxed space where children can socialise, play and take part in a range of enjoyable activities.

Breakfast Club helps children start the day calmly and positively, while After School Club offers a variety of sports, games, drama, crafts and quiet activities in a caring environment. Healthy snacks are provided, and sessions are designed to support busy family life while giving children a happy and secure place to be.

We provide a varied and engaging programme of age-appropriate activities that enables pupils to relax, play, socialise and develop their interests beyond the school day. Activities are designed to support pupils' wider wellbeing, personal development, independence and enjoyment, while complementing, but remaining separate from, the school's formal educational provision.

Little Fishers seeks to work in partnership with parents and carers to ensure that pupils receive consistent, caring and responsive support and that families have confidence in the quality, safety and professionalism of the provision.

2. Opening times

Morning session (Mon-Fri): 7.45am - 8.45am

Afternoon session 1 (Mon-Fri): 3.30 – 4.30pm

Afternoon session 2 (Mon – Thurs only): 4.30 – 5.30pm

3. Procedures

3.1 Location

Club sessions take place in the Little Fishers room (previously ICT suite), hall and playground. Key Stage One/Two toilets are used by all pupils booked into the club.

3.2 Parents contacting Little Fishers

Parents who need to contact Little Fishers should call the school office: 01926 427497.

3.3 Morning sessions

Parents drop off their children through the main office. Pupils are then signed in by the parent. Parents can opt for their child to have breakfast during this session.

Pupils should hold onto their belongings until they are invited into their classrooms at 8.45am. Key Stage One pupils remain in Little Fishers and are escorted down to their classrooms at 8.45am. Key Stage Two pupils walk to their classrooms at 8.45am.

3.4 Afternoon sessions

Each class teacher is given a list of pupils who are on the register for Little Fishers.

Pupils are taken into Little Fishers by their class teachers or a member of support staff.

Key Stage Two pupils may be directed independently to Little Fishers by class teachers, depending on the pupil's age and stage of development.

All pupils must take their belongings with them, as they will not be permitted to go back into their classrooms without supervision.

All pupils booked into the second afternoon session will be offered a drink and a snack.

Parents will collect their children from the school office and must sign their child out of the club. Pupils are not allowed to walk home alone from Little Fishers.

3.5 Club handovers

All after school club are accessed through Little Fishers. Pupils are registered in Little Fishers and then taken by the staff member leading the club to the location for the after-school club. Pupils are dismissed from the Little Fishers base room by the after-school club leader, supported by the Little Fishers Manager. If pupils are remaining in Little Fishers after 4.30pm, they are returned to the Little Fishers base room by the after-school club leader.

4. Staffing

The day-to-day running of the Club is the responsibility of the Little Fishers Manager and Care Assistant, overseen by a senior member of staff. Either the Little Fishers Manager or Care Assistant must be present.

Staffing ratios will not exceed 1 adult to every 15 pupils and numbers will be capped at 30 pupils maximum per session due to the size of the room.

5. Pupils with Special Educational Needs and/or Disabilities (SEND)

Little Fishers is a separate, chargeable wraparound childcare provision and is not part of the school's statutory educational provision. Support and staffing arrangements specified within a pupil's Education, Health and Care Plan (EHCP) for their educational provision do not automatically extend to Little Fishers.

The school is committed to providing an inclusive environment and will consider applications from all children, including those with special educational needs and/or disabilities (SEND). Where a pupil with SEND or other additional needs wishes to attend Little Fishers, the school will consider their individual needs and the suitability of the provision through an appropriate assessment of need and risk. This will take account of the pupil's needs, the level of support required, the nature of the activities and environment, available staffing, and the health, safety and wellbeing of the pupil and other children attending.

The school will consider what reasonable adjustments may be required to enable disabled pupils to access Little Fishers and will seek to implement such adjustments where reasonable. Adjustments may include changes to activities, routines, communication methods, the physical environment or staffing arrangements. Any adjustments will be considered on an individual basis, taking into account the child's needs, the effectiveness and practicality of the proposed adjustment, the effective operation of the provision, the resources reasonably available, and the school's duties under the Equality Act 2010.

Little Fishers is not ordinarily able to replicate the staffing arrangements or levels of support provided during the school day, including dedicated 1:1 support. However, any additional support requirements will be considered individually and in consultation with parents/carers and, where appropriate, relevant professionals.

Where, following individual consideration and assessment, the school determines that a pupil's needs cannot be safely and reasonably met within the staffing, environment or resources reasonably available to Little Fishers, the school may decline or withdraw a place. Any such decision will be based on the individual circumstances of the pupil, will not be made on the basis of a disability or SEND diagnosis alone, and will take account of the school's legal duties, including those under the Equality Act 2010.

Before declining or withdrawing a place, the school will normally discuss any concerns with parents/carers and consider whether reasonable adjustments or alternative arrangements could enable the pupil to access the provision safely and successfully. The school will seek to work constructively with parents/carers and, where appropriate, relevant professionals to support participation wherever reasonably possible.

6. Safeguarding and Child Protection

The welfare and safety of children is paramount. Little Fishers is committed to safeguarding and promoting the welfare of all children and expects all staff, volunteers and visitors to share this commitment.

Little Fishers operates under the school's safeguarding arrangements and follows the school's Child Protection and Safeguarding Policy, Staff Code of Conduct, Whistleblowing Policy, Low-Level Concerns and Allegations procedures, and all related safeguarding procedures. All safeguarding concerns arising within Little Fishers will be managed in accordance with these policies and relevant statutory guidance, including *Keeping Children Safe in Education (KCSIE)* and *Working Together to Safeguard Children*.

The school's Designated Safeguarding Lead (DSL) has lead responsibility for safeguarding and child protection within Little Fishers. Appropriately trained Deputy Designated Safeguarding Leads (DDSLs) may act on behalf of the DSL where required. During Little Fishers sessions, an appropriately trained DSL or DDSL will be available to staff for consultation regarding safeguarding concerns, either in person or through agreed contact arrangements. Details of the DSL and DDSLs are available from the school office and displayed within the provision.

All Little Fishers staff receive appropriate safeguarding and child protection training, including regular safeguarding updates, and are required to maintain an up-to-date understanding of their safeguarding responsibilities. Staff must be familiar with the

school's safeguarding procedures and know how to recognise, respond to and report concerns about a child's welfare.

Any concern about a child's safety or wellbeing, including concerns relating to abuse, neglect, exploitation, child-on-child abuse, harmful sexual behaviour, online safety, bullying, attendance, mental health, domestic abuse, radicalisation or extremism, or a disclosure made by a child, must be reported immediately in accordance with the school's safeguarding procedures. Staff must never assume that someone else has taken action and must always report concerns promptly.

Where appropriate, concerns will be considered in the context of early help and the school will work with parents/carers and relevant agencies to provide appropriate support. Where a child is considered to be at risk of harm, concerns will be escalated and referred to the appropriate safeguarding agency in accordance with the school's procedures.

All safeguarding concerns, disclosures, referrals and actions taken will be recorded and managed in line with the school's safeguarding procedures. Information will be shared appropriately, proportionately and lawfully where necessary to safeguard children and promote their welfare. Staff must understand that safeguarding concerns should not be delayed because of uncertainty about information sharing or confidentiality.

Where an allegation or safeguarding concern is raised regarding the conduct of an adult working, volunteering or visiting within Little Fishers, it will be managed in accordance with the school's allegations and low-level concerns procedures and relevant statutory guidance.

All staff and volunteers working within Little Fishers must have undergone the appropriate recruitment and safeguarding checks before working with children, in accordance with the school's safer recruitment procedures and applicable legislation and guidance.

Little Fishers will work in partnership with parents/carers and, where appropriate, external agencies, including Children's Social Care, health professionals, the police and other safeguarding partners, to promote the safety, wellbeing and best interests of children.

Staff must follow the school's procedures relating to the use of mobile phones, photography, recording, online safety, technology and communication with children. Personal devices must not be used inappropriately in connection with children attending Little Fishers.

All staff understand that safeguarding is everyone's responsibility and that the welfare and best interests of children will be a primary consideration in all safeguarding decisions.

For full details of the school's safeguarding arrangements and procedures, parents/carers should refer to the school's Child Protection and Safeguarding Policy, which is available on the school website or from the school office.

7. Payment

6.1 How to pay

Little Fishers fees are paid via *My Child at School* (MCAS). Parents are invoiced each half-term for the preceding half-term.

Any outstanding fees should be paid within 1 week, or no further bookings can be made until fees are paid in full.

6.2 Session fees

Little Fishers - Before School session - 7.45-8.45am

Breakfast is available - toast and/or selection of cereals.

Little Fishers - After School session - 3.30-5.30pm (4.30pm close on Fridays)

Outside play daily. Formal sports activity at least three times a week from 3.30 – 4.30pm.

Snack offered during 4.30 – 5.30pm session - alternates between sandwich/pizza/pasta with fruit/veg.

From September 2026, charges will be £7.50 per hour per child.

Late collections

5.30-5.45pm - £10 5.45pm onwards - £1 per minute.

6.3 Cancelled Sessions

If parents wish to cancel their booking, they must inform the school office by Wednesday evening of the previous week due. If a child is ill and cannot attend their session, parents will still be charged. If the session is a regular booking and parents cancel, they will be charged a retainer for the smallest part of the session.

The school office must speak to parents before cancelling a session rather than relying on confirmation from a child as to whether they will be attending.

7. Emergencies

7.1 First Aid

There will always be a trained First Aider and/or Paediatric First Aider on duty during Little Fishers. Parents must always be informed if a child has received first aid during club sessions. If there is a medical emergency and additional help is required, the first aider will inform the Little Fishers Manager who will phone the appropriate emergency service.

The Little Fishers Manager and Assistant are responsible for ensuring that their first aid kit is well equipped and in date. Additionally, parents must inform Little Fishers if a child has any allergies or requires any medication, and staff must find out where that is kept in school.

7.2 Fire

If the fire alarm is activated during Little Fishers hours:

- The Office Manager will follow usual protocols for collection of emergency grab bag
- The Office Manager, assisted by the most senior member of staff present on site at the time, will ensure that all adults on site make their way to the assembly point.
- If safe to do so, the Office Manager will sweep the building to ensure that no-one is left behind if it is safe to do so and record checked areas on the building check sheet as normal (see Fire Emergency Evacuation Plan).
- The Principal/DSL will be informed as soon as safely possible.
- The most senior member of staff on site will phone the fire brigade if necessary.
- Little Fishers staff will stop all activities, gather the children and lead them to the assembly point, following all the steps laid out for teachers in the school's Fire Emergency Evacuation Plan (FEPP).
 - Staff should be aware of any children who are not in the room/group for any reason and, if safe to do so, should attempt to communicate to that child for them to return to the group before exiting with the rest of the Little Fishers attendees.
 - Staff will take radios, first aid bag and fire register on exit from Little Fishers room.
 - All personal belongings must be left behind.
 - Staff should ensure that the internal Little Fishers room door is securely shut in the event of an evacuation.
 - A headcount of pupils will be conducted promptly at the assembly point and the Assembly Point Steward will be informed of the outcome.

- Steps will be followed as per the FEEP if any pupils/staff are unaccounted for.

7.3 Lockdown

In the event of a lockdown, Little Fishers staff will follow the school's Lockdown Procedure and instructions issued by the Principal, DSL or other designated senior leader. All children, staff, volunteers and visitors must remain in the designated secure location until the all-clear is given by an authorised person.

8. Food Safety

All Little Fishers staff have completed Allergy Awareness and Food Safety & Hygiene training and are qualified to prepare, cook and serve food in Little Fishers.

9. School Policies, Procedures and Staff Training

Little Fishers operates as part of St Peter's Catholic Primary School and follows all relevant school policies, procedures and safeguarding arrangements. This includes, but is not limited to, the school's policies and procedures relating to safeguarding and child protection, health and safety, first aid and medical needs, allergies and food safety, pupil supervision and safety, behaviour, intimate care, online safety, emergency procedures and fire safety.

All Little Fishers staff are expected to be familiar with and comply with the relevant school policies and procedures. Staff receive appropriate induction, training and updates to ensure they are able to carry out their responsibilities safely and effectively, including training relating to safeguarding, first aid, allergy awareness and pupil safety.

The safety, welfare and wellbeing of pupils remain paramount throughout the Little Fishers provision. Appropriate risk assessments, supervision arrangements and emergency procedures are in place, and these are reviewed and updated as necessary.

10. Complaints

Any complaints about Little Fishers should be made using the school's complaints procedures.